

FM030 p1-Purchase Request

Purchase Request (FM030 p1)

DOC TYPE: MOD:

REQ #: GL: FY: TOTAL \$:

DOC DATE: REF:

EFFECTIVE DATES: STATUS: AS OF:

BUREAU:

VENDOR:

CONT OFC:

FEDSTRIP: ☐

NOTES: ☐

ATTACHS: ☐

ROUTING:

☐ RESERVE FUNDS ☐ OVERRIDE

☒ APPROVED

ORIGINATING OFFICE:

FORWARD NEXT PREV CANCEL

Introduction

This procedure describes the process to enter a purchase request into Commerce Small Purchases System (CSPS). Upon the need to receive goods or services, a purchase request lists the necessary items, commits funds, and is then used by procurement personnel to create a purchase order. The purchase request data is entered via the CSPS "Purchase Request Screen" (FM030).

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
DOC TYPE	This field identifies the document type. POREQ is the default entry. This field holds 5 digits or characters.	Required	Valid values are maintained in GL021	Y	N
MOD	This field identifies an amendment/modification if one has been created.	Derived	System generated	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
REQ #	This field lists the document number for the requisition. The first section is the document number, the middle section is the release number and the last section indicates an amendment/modification number, if one exists.	Derived	System generated	Y	Block 2 on CD-435
GL	This field lists the general ledger end date. The field defaults to the current month-end date. Note: The user may modify this field by double clicking in the field and selecting a valid entry from the list of values.	Derived	System generated	Y	N
FY	This field lists the fiscal year. It does default to the current year, but may be changed for future year processing.	Derived	System generated	Y	Top part of CD-435
TOTAL \$	This field lists the total dollar amount of the requisition.	Derived	System generated	Y	N
DOC DATE	This field lists the date that the requisition was created. It defaults to the current date and cannot be overwritten. The required format for this field is DD-MON-YYYY, e.g., 31-MAY-1999.	Derived	System generated	Y	N
REF	This field lists any values which are entered by the requisitioner. This field will mostly be used for the GSA schedule number and for search purposes.	Optional	Entered by user	Y	Block 3A on CD-435

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
EFFECTIVE DATES	<p>This field lists the effective dates for the purchase request. The first field represents the first day the requisition may be processed. The second field represents the last day this requisition can be processed. The second field is optional.</p> <p>Note: This field defaults in as the current date, but it may be changed by the user.</p>	Derived	System generated	Y	N
STATUS	<p>This field indicates the status of the requisition. The field remains set to "open" for newly created documents.</p> <p>The status will change to: CANCEL if the document is disapproved or the total requisition quantity is changed to 0 on the FM014. The status will be CLOSED if the requisition is linked to a purchase order, or HOLD while waiting for funds override approval from the override official.</p>	Derived	System generated	Y	N
AS OF	This field lists the last date on which the "status" changed for the requisition.	Derived	System generated	Y	N
BUREAU	These fields list the bureau number and corresponding bureau name. The values default to the bureau of the requisitioner, but can be overwritten by other entries from the LOV.	Required. This field contains an LOV.	Valid values are maintained in GL021	Y	N
VENDOR	These fields list the vendor number and corresponding vendor name.	Required	System generated	Y	N
CONT OFC	This field designates the contracting office to where the requisition will be sent for further processing.	Required. This field contains an LOV.	Valid values are maintained in GL004	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
FEDSTRIP	This field indicates if this transaction is a fedstrip.	Optional	System generated	N	N
NOTES	<p>This is a 240-character pop-up field used to record notes or comment about the requisition.</p> <p>Note: Data entered onto this pop-up does not print on the CD-435.</p>	Optional. Double click to access the pop-up.	Entered by user	N	N
ATTACHS	<p>This is a pop-up field that allows the user to describe a document name and location that may be attached to the purchase request.</p> <p>Note: This field is a drill-down and is shown in further detail on page 7.</p>	Optional	Entered by user	N	N
ROUTING	<p>This field is a pop-up field used to view the individuals who need to approve the document. Once all approvers have approved the purchase request, it is considered final.</p> <p>Note: This field is a drill-down and is shown in further detail on page 9.</p>	Derived	System generated from WF001	N	Blocks 23-30 on CD-435
RESERVE FUNDS	This check-box indicates if reserve funds are being used.	Derived	System generated	Y	N
OVERRIDE	<p>This check-box needs to be selected if the system indicates that a given ACCS does not have enough funds. After checking this field and the approve flag, the system will revalidate and send the document to the funds override official.</p> <p>Note: If the funds availability check fails, this field becomes required to approve the document.</p>	Optional	Entered by user	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
APPROVED	<p>This check-box indicates whether a commitment is complete and ready for approval routing. When selected, the name of the requisitioner and the current date is displayed in the adjacent fields.</p> <p>The system checks funds availability at the MDL level within each line item. Only those MDL's with sufficient funds will be posted to the general ledger accounts upon document approval. When funds do not exist, the system will generate an error message, indicating which MDL failed.</p>	Required	Entered by user	Y	N
ORIGINATING OFFICE	<p>This field designates the originating office of the employee who has created the purchase request.</p> <p>Note: This field defaults in from GL029 for the employee creating the requisition, but may be modified.</p>	Required. This field contains an LOV.	Valid values are maintained in GL029	Y	N
FORWARD	<p>Selecting this pushbutton opens the WFR006 screen to select document reviewers.</p> <p>Note: This pushbutton should be used before the requisition is approved.</p> <p>Note: Further detail is shown on page 11.</p>	Pushbutton	N/A	N/A	N/A
NEXT	<p>Selecting this pushbutton advances the user to the next screen.</p>	Pushbutton	N/A	N/A	N/A
PREV	<p>Selecting this pushbutton returns the user to the previous screen.</p> <p>Note: This pushbutton is not enabled on FM030p1.</p>	Pushbutton	N/A	N/A	N/A

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
CANCEL	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

FM030-Purchase Request (Attached Documents)

The screenshot shows a window titled "ATTACHED DOCUMENTS (fm030)". Inside the window, there are two columns: "DOCUMENT NAME" and "DOCUMENT LOCATION". Below these columns is a table with 15 empty rows. At the bottom right of the window, there are three buttons: "NEXT", "PREV", and "CANCEL".

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
DOCUMENT NAME	<p>This field contains the name of the attached document.</p> <p>Note: By double clicking in this field, the full description can be seen via an editor pop-up.</p>	Optional	Entered by user	N	N
DOCUMENT LOCATION	<p>This field contains the path or location of the attached document.</p> <p>Note: By double clicking in this field, the full description can be seen via an editor pop-up.</p>	Optional	Entered by user	N	N
NEXT	<p>Selecting this pushbutton advances the user to the next screen.</p> <p>Note: This pushbutton is not enabled on this screen.</p>	Pushbutton	N/A	N/A	N/A

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
PREV	Selecting this pushbutton returns the user to the previous screen.	Pushbutton	N/A	N/A	N/A
CANCEL	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

FM030-Purchase Request (Routing)

DOCUMENT APPROVAL ROUTING (fm030c)

PRIORITY	<input type="text" value="1"/>	FUNDS CERTIFICATION OFFICIAL	<input type="text" value="Y"/>	NOTES	<input type="text" value="1"/>
APPROVAL	<input type="text" value="Y"/>	J.L. RORSTROM LEE		07-JAN-1998	
		PROCUR. AHAL		301-713-8858	

PRIORITY	<input type="text"/>	FUNDS CERTIFICATION OFFICIAL	<input type="text"/>	NOTES	<input type="text"/>
APPROVAL	<input type="text"/>				

PRIORITY	<input type="text"/>	FUNDS CERTIFICATION OFFICIAL	<input type="text"/>	NOTES	<input type="text"/>
APPROVAL	<input type="text"/>				

PRIORITY	<input type="text"/>	FUNDS CERTIFICATION OFFICIAL	<input type="text"/>	NOTES	<input type="text"/>
APPROVAL	<input type="text"/>				

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
PRIORITY	This field contains the routing priority number. This number is ascending and indicates who will have to approve the document 1 st , 2 nd , etc.	Derived	System generated	N	N
FUNDS CERTIFICATION OFFICIAL	This field indicates if the approving official is the funds certification official.	Derived	System generated	N	N
NOTES	This is a 240-character pop-up field used to record notes or comments about the requisition.	Derived. Double click to access the pop-up.	System generated from WF002	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
APPROVAL	<p>These fields contain approval routing information.</p> <p>The first section indicates if the approving official has approved the document.</p> <p>The second section contains the approving official's name.</p> <p>The third section contains the date that the document was approved. If the document has not been approved yet, this field is blank.</p> <p>The fourth section contains the approving official's title.</p> <p>The fifth section contains the approving official's phone number.</p>	Derived	System generated	N	N
NEXT	<p>Selecting this pushbutton advances the user to the next screen.</p> <p>Note: This pushbutton is not enabled on this screen.</p>	Pushbutton	N/A	N/A	N/A
PREV	Selecting this pushbutton returns the user to the previous screen.	Pushbutton	N/A	N/A	N/A
CANCEL	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

FM030-Purchase Request (WFR006 - Document Review Routing Sequence)

SEQ NO	EMP NO	EMPLOYEE NAME	COMPLETE	NOTE
1	643	RORSTROM LEE, LYNN JE	<input type="checkbox"/>	
2	14191	RAVIN, DAYNAT	<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Re-Seq (Up Arrow) (Down Arrow)

OK CANCEL

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
RE-SEQ	These pushbuttons allow the user to change the order of the reviewers. If the up arrow is clicked, the employee name highlighted will shift up one block. If the down arrow is selected, the employee name highlighted will shift down one block.	Pushbutton	N/A	N/A	N/A
SEQ NO	This field lists the sequence number of the reviewer from the first to the last reviewer.	Derived	System generated	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
EMP NO	<p>This field contains the employee number of the reviewer selected. Double clicking in this field will access the PRR001 screen.</p> <p>Note: This screen is a drill down and is shown in further detail on page 1-22.</p>	Optional	Entered by user	N	N
EMPLOYEE NAME	This field contains the name of the reviewer associated with the value listed in the Emp No field.	Derived	System generated	N	N
COMPLETE	This check-box indicates if the reviewer has seen the document and sent it on to the next reviewer.	Derived	System generated	N	N
NOTE	This is a 240-character pop-up field used to record notes or comments about the requisition made by the reviewers.	Optional. Double click to access the pop-up.	Entered by user	N	N
OK	Selecting this pushbutton will save any changes made and exit the user back to the last active screen. It will also send a message to the first/next reviewer indicating that the document is now ready for their review.	Pushbutton	N/A	N/A	N/A
CANCEL	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

FM030 p2-Purchase Request

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
LINE ITEM #	This field displays the line item number.	Derived	System generated	N	Block 5 on CD-435
ITEM TYPE	This field is used to select the document matching requirement based on the type of item ordered. Document matching criteria combines receipt ticket, acceptance, invoice and purchase order.	Required. This field contains an LOV.	System generated from GL021	Y	N
COMMODITY	This field identifies the prompt pay category based on the commodity code of the item.	Required. This field contains an LOV.	System generated from GL021	Y	N
FEDSTRIP	This field provides data for a requisition with document type "Fedstrip".	Optional	System generated	N	N
STATUS	This field indicates the status of the requisition line item.	Derived	System generated	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
DATE	This field lists the date the requisition line item was first created.	Derived	System generated	Y	N
PART #	This field allows the user to enter the manufacturer's part number for the requisition line item.	Optional	Entered by user	Y	N
STOCK #	This field allows the user to enter the inventory stock number for the requisition line item.	Optional	Entered by user	Y	N
INVENTORY	This field allows the user to enter the unit of measure for the purchase request line item. The entry should be a two decimal entry. This field can only be accessed if a stock number for the item has been entered.	Optional	Entered by user	Y	N
EMP #	This field lists the employee number of the contact person associated with the purchase request line item.	Optional	Entered by user	Y	N
DESCRIPTION	This pop-up field is where the line item's description is recorded. This field holds seven pages worth of information.	Required	Entered by user	Y	Block 6 on CD-435
OTHER INFO	This field enters the user into an additional information screen about the requisition line item (e.g., suggested buyer, requested delivery date, delivery POC, depreciation ACCS, and useful life). It contains an "X" if the required fields within the other info screen have been entered. Note: This field is a drill-down and is shown in further detail on page 16.	Required	Entered by user	N	N
QUANTITY	This field lists the quantity being ordered for the related requisition line item.	Required	Entered by user	N	Block 8 on CD-435

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
UNIT	This field lists the unit of measure for the requisition line item.	Required. This field contains an LOV.	Valid values are maintained in PR004	N	Block 9 on CD-435
UNIT PRICE	This field lists the unit price of the related requisition line item	Required	Entered by user	N	Block 10 on CD-435
ITEM TOTAL \$	This field contains the total dollar amount for the requisition line item.	Derived	System generated	N	Block 11 on CD-435
ACCS	This block lists the account classification code structure for the requisition line item. Note: This field is a drill-down and is shown in further detail on page 24.	Required	Entered by user	N	N
NEXT	Selecting this pushbutton advances the user to the next screen. Note: This pushbutton is not enabled on this screen.	Pushbutton	N/A	N/A	N/A
PREV	Selecting this pushbutton returns the user to the previous screen.	Pushbutton	N/A	N/A	N/A
CANCEL	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

FM030d p1-Purchase Request (Other Info)

Other Line Item Information (FM030d p1)

SUGGESTED BUYER

CODE NAME PHONE

REQUESTED DELIVERY DATE

POINT OF CONTACT INFORMATION

DELIVERY		TECHNICAL	PROPERTY CUSTODIAN
NAME	J.L. RORSTROM LEE	<input type="text"/>	<input type="text"/>
PHONE	301-713-0856	<input type="text"/>	<input type="text"/>
LOC	201 PERRY PARKWAY, GAITHERSB	<input type="text"/>	<input type="text"/>
ID NO	643	<input type="text"/>	<input type="text"/> CODE <input type="text"/>

NEXT PREV CANCEL

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
SUGGESTED BUYER:					
CODE	This field allows the option to list a suggested buyer to process this requisition. The field can remain blank, however, a buyer may be selected from the LOV.	Optional. This field contains an LOV.	System generated from PR601	N	N
NAME	This field lists the name of a suggested buyer, if one is selected in the "Code" field. Otherwise, the field remains blank.	Derived	System generated from PR601	N	N
PHONE	This field lists the phone number of the suggested buyer, if one is selected in the "Code" field. Otherwise, the field remains blank.	Derived	System generated from PR601	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
REQUESTED DELIVERY DATE	This field is used to record the requested delivery date of the requisition line item.	Required	System generated	N	Block 7 on CD-435
POINT OF CONTACT INFORMATION					
DELIVERY:					
NAME	This field is used to list the delivery point of contact's name for the item. This field remains blank, until a buyer is selected from the "ID NO" LOV.	Derived	Valid values are maintained in GL029	N	N
PHONE	This field is used to list the delivery point of contact's phone number for the item. This field remains blank, until a buyer is selected from the "ID NO" LOV.	Derived	Valid values are maintained in GL029	N	N
LOC	This field is used to list the delivery point of contact's location for the item. This field remains blank, until a buyer is selected from the "ID NO" LOV.	Derived	Valid values are maintained in GL029	N	N
ID NO	This field is used to list the delivery point of contact's ID number for the item. The field remains blank, until a buyer is selected from the LOV. Double clicking in this field advances the user to the PRR001 screen. Note: This field is a drill down and is shown in further detail on page 22.	Required. This field contains an LOV.	Valid values are maintained in GL029	N	N
TECHNICAL:					
NAME	This field is used to list the technical point of contact's name for the item. The field remains blank, until a buyer is selected from the "ID NO" LOV.	Derived	Valid values are maintained in GL029	N	N
PHONE	This field is used to list the technical point of contact's phone number for the item. The field remains blank, until a buyer is selected from the "ID NO" LOV.	Derived	Valid values are maintained in GL029	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
LOC	This field is used to list the technical point of contact's location for the item. The field remains blank, until a buyer is selected from the "ID NO" LOV.	Derived	Valid values are maintained in GL029	N	N
ID NO	This field is used to list the technical point of contact's ID number for the item. The field remains blank, until a buyer is selected from the LOV. from the ID NO field.	Optional. This field contains an LOV.	Valid values are maintained in GL029	N	N
PROPERTY CUSTODIAN:					
NAME	This field is used to list the property point of contact's name for the item. The field remains blank, until a buyer is selected from the "ID NO" LOV.	Derived	Valid values are maintained in GL029	N	N
PHONE	This field is used to list the property point of contact's phone number number. The field remains blank, until a buyer is selected from the "ID NO" LOV.	Derived	Valid values are maintained in GL029	N	N
LOC	This field is used to list the property point of contact's location for the item. The field remains blank, until a buyer is selected from the "ID NO" LOV.	Derived	Valid values are maintained in GL029	N	N
ID NO	This field is used to list the property point of contact's ID number for the item. The field remains blank, until a buyer is selected from the LOV.	Optional. This field contains an LOV.	Valid values are maintained in GL029	N	N
CODE	This field contains the property custodian code.	Optional	Entered by user	N	N
NEXT	Selecting this pushbutton advances the user to the next screen (FM030dp2). Note: Further detail is shown on page 20.	Optional	N/A	N/A	N/A
PREV	Selecting this pushbutton returns the user to the previous screen.	Optional	N/A	N/A	N/A

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
CANCEL	Selecting this pushbutton will cancel any changes made and exit the user to the last open screen.	Optional	N/A	N/A	N/A

FM030d p2-Purchase Request (Other Info)

Other Line Item Information (FM030d p2)

MANUFACTURER

ASSET CATEGORY INDICATOR AIN

LEASE INDICATOR ☐ RENEWAL DATE

BANKCARD SURCHARGE: (\$) (%)

DEPR.ACCS ☐ 14 -

USEFUL LIFE ☐ YEARS

NEXT PREV CANCEL

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
MANUFACTURER	This field contains the manufacturer for the item.	Optional	Entered by user	N	N
ASSET CATEGORY	This field lists the major category for the item.	Optional	Entered by user	N	N
INDICATOR	This field lists the general category of equipment and its use.	Optional	Entered by user	N	N
AIN	This field is used to list the "asset identification number" assigned to the item.	Optional	Entered by user	N	N
LEASE INDICATOR	This field lists if the item should be leased instead of purchased.	Optional	Entered by user	N	N
RENEWAL DATE	This field lists the date that the capital lease is to be renewed.	Optional	Entered by user	N	N
BANKCARD SURCHARGE:					

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
(\$)	This field contains the dollar amount applicable to the line item which is charged by the bank for a bankcard purchase.	Optional	Entered by user	N	N
(%)	This field contains the percentage amount applicable to the line item which is charged by the bank for a bankcard purchase.	Optional	Entered by user	N	N
DEPR ACCS	This is a pop-up screen used to record the accounting distribution charged for the depreciation of equipment or other capital equipment.	Optional	Entered by user	N	N
USEFUL LIFE	This field lists the number of years an asset is expected to be in use. Note: This field is required when object class code is 31 on the line item ACCS.	Optional	Entered by user	N	N
NEXT	Selecting this pushbutton advances the user to the next screen. Note: This pushbutton is not enabled on this screen.	Pushbutton	N/A	N/A	N/A
PREV	Selecting this pushbutton returns the user to the previous screen.	Pushbutton	N/A	N/A	N/A
CANCEL	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

PRR001 - Employee Lookup Screen

Emp #	First Name	Middle Name	Last Name	Work Phone #	Location
9755	KENNETH	EDWARD	AADSEN		
8968	MARK	S	ABBAS		
14332	NAABIA		ABBEY		
6670	BARBARA	A	ABBOTT		
8578	DWIGHT	A	ABBOTT		
735	EVERETT	A	ABBOTT		
2862	JOHN	JAY	ABBOTT		
12948	MICHAEL	S	ABBOTT	508-495-2100	UNKNOWN
18108	SCOTT	W	ABBOTT		
1211	SANDRA	L	ABBOTT STOUT		

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
EMP #	This field contains the employee number of the employee that is to be the delivery point of contact.	Derived	Valid values are maintained in GL029	Y	N
FIRST NAME	This field contains the employee's first name.	Derived	Valid values are maintained in GL029	Y	N
MIDDLE NAME	This field contains the employee's middle name.	Derived	Valid values are maintained in GL029	Y	N
LAST NAME	This field contains the employee's last name.	Derived	Valid values are maintained in GL029	Y	N
WORK PHONE #	This field contains the employee's phone number at work.	Derived	Valid values are maintained in GL029	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
LOCATION	This field contains the employee's work address.	Derived	Valid values are maintained in GL029	Y	N
OK	Selecting this pushbutton will enter the employee information in the "Delivery POC" field for the employee that is highlighted at the time the pushbutton is clicked.	Pushbutton	N/A	N/A	N/A
CANCEL	Selecting this pushbutton will cancel any selections made and exit the user back to the FM030d p1 screen.	Pushbutton	N/A	N/A	N/A

FM030b-Line Item Account Distribution

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
MDL	This field lists the MDL number for the requisition line item.	Derived	System generated	N	N
%	This field lists an actual breakdown of the percentage associated with the MDL. If the “%” field is entered, the “quantity” and “\$” fields will automatically populate.	Required	Entered by user	N	N
QTY	This field calculates the distribution of the ACCS. If the quantity data is entered, the “%” and “\$” fields will automatically populate.	Derived	System generated	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
\$	This field calculates the dollar amount of the line item distributed for one MDL. This value is system calculated based on the percentage or quantity entered, but can not be overwritten after a percentage or quantity is entered.	Derived	System generated	N	Block 21 on CD-435
ACCS	<p>This field lists the account classification code structure. The data for this field defaults based on the requisitioner id, but can be overwritten by drilling down in the field. If a default ACCS is being used, the user must enter the object class and a valid employee id in the User Defined Field for the approval process.</p> <p>Note: This field is a drill down and is shown in further detail on page 30.</p>	Required	System generated	N	Block 19 on CD-435
FUNDS AVAIL	This field will default to a "Y" after the system has undergone funds checking and determines if funding is available	Derived	System generated	N	N
OVERRIDE	This field indicates if the funds override official was notified for this document.	Derived	System generated	N	N
ACCEPTANCE EMP	<p>This field lists the employee number and name of the employee designated to accept the purchase.</p> <p>Only the individual selected as an acceptance employee can accept a 4-way match on the acceptance screen.</p> <p>Double clicking in this field will access the PRR001 screen.</p> <p>Note: This field is a drill down and is shown in more detail on page 22.</p>	Required	System generated	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
RECEIVING OFFICE	This field lists the receiving office code and the name of the office selected to receive the purchase request line item. A tilde (~) in front of the receiving office code indicates a private ship-to address is being used.	Required	System generated	N	Block 18 on CD-435
ADDRESS	Selecting this pushbutton enters the user into the receiving office information screen. Note: Further detail is shown on page 27.	Pushbutton	N/A	N/A	N/A
LINE ITEM TOTALS	This field lists the percent total, quantity total and amount total of all listed multiple distribution line items. The percent total should sum to 100% and the quantity should sum to the value entered for the line item on FM030p2.	Derived	System generated	N	N
NEXT	Selecting this pushbutton advances the user to the next screen. Note: This pushbutton is not enabled on this screen.	Pushbutton	N/A	N/A	N/A
PREV	Selecting this pushbutton returns the user to the previous screen.	Pushbutton	N/A	N/A	N/A
CANCEL	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

FM030b p2-Receiving Office Information

RECEIVING OFFICE INFORMATION (FM030b p2)

RECEIVING OFFICE CODE: ~000044

NAME: PRIVATE SHIP TO ADDRESS

ADDRESS: SOMEWHERE

CITY: GAITHERSBURG

STATE: MD ZIP: 11111 COUNTRY: US

☒ ACTIVE DATE: 18-FEB-1999

PREV CANCEL

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
RECEIVING OFFICE CODE	This field lists the receiving office code for the particular address. A tilde(~) in front of a receiving office code indicates a private shipping address.	Derived	System generated	N	N
NAME	This field lists the name of the receiving office point.	Required for entry of new address	Private addresses are entered by user. Public address valid values are maintained in PR005.	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
ADDRESS	This field lists the address of the receiving office point.	Required for entry of new address	Private addresses are entered by user. Public address valid values are maintained in PR005.	N	N
ADDRESS	This field lists additional address information of the receiving office point.	Optional	Private addresses are entered by user. Public address valid values are maintained in PR005.	N	N
ADDRESS	This field lists additional address information of the receiving office point.	Optional	Private addresses are entered by user. Public address valid values are maintained in PR005.	N	N
CITY	This field lists the city of the receiving office point.	Required for entry of new address. This field contains and LOV.	City values are maintained on the PR004. Public address valid values are maintained in PR005.	N	N
STATE	This field lists the state of the receiving office point.	Required for entry of new address	State values are maintained on the PR004. Public address valid values are maintained in PR005.	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
ZIP	This field lists the city of the receiving office point.	Required for entry of new address	Private address zip codes are entered by user. Public address valid values are maintained in PR005.	N	N
COUNTRY	This field lists the country of the receiving office point.	Required for entry of new address	Country values are maintained on the PR004. Public address valid values are maintained in PR005.	N	N
ACTIVE	This check box displays that the entered/viewed receiving office code is active. Note: This field only appears when a private ship-to address is either created or used.	Derived	System generated	N	N
DATE	This field lists the date that the address was created and activated.	Derived	System generated	N	N
PREV	Selecting this pushbutton returns the user to the previous screen.	Pushbutton	N/A	N/A	N/A
CANCEL	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

FM030 p2-Line Item Account Distribution

ACCOUNT CLASSIFICATION CODE STRUCTURE (dba094)

PROJECT/										OBJECT								
BUR	TASK				FUND	PROGRAM				ORGANIZATION				CLASS				
13	1111111	000	22	01	01	01	001	06	00	0006	00	00	00	00	26	10	00	00

USER DEFINED FIELD
000643

NAME NOAA

NEXT PREV CANCEL

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
BUREAU	This field displays the default bureau for the requisitioner.	Required. This field contains an LOV.	Valid values are maintained in GL004	N	N
PROJECT/TASK	This field displays the default project for the requisitioner. If another project is needed, the default can be changed.	Required. This field contains an LOV.	Valid values are maintained in CM004	N	N
FUND	This field displays the default fund for the requisitioner. This field defaults in based on the project selected.	Derived	Valid values are maintained in GL013	N	N
PROGRAM	This field displays the default program for the requisitioner. This field defaults in based on the project.	Derived	Valid values are maintained in GL050	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
ORGANIZATION	This field displays the default organization for the requisitioner. If another organization is needed, the default can be changed.	Required. This field contains an LOV.	Valid values are maintained in FM001	N	N
OBJECT CLASS	This field displays object class used for the selected associated MDL.	Required. This field contains an LOV.	Valid values are maintained in GL013	N	N
USER DEFINED FIELD	At this time, this field uses an employee ID number to route the document to the necessary approvers.	Required. This field contains an LOV.	Valid values are maintained in GL029	N	N
NAME	<p>This field shows the corresponding description for the fields in the ACCS.</p> <p>i.e. In the picture the cursor is in the "Bureau" field. Bureau "14" is NOAA. As a result, the name field reads "NOAA".</p>	Derived	System generated based on the selected fields	N	N
NEXT	<p>Selecting this pushbutton returns the user to the previous screen.</p> <p>Note: This pushbutton is not enabled on this screen.</p>	Pushbutton	N/A	N/A	N/A
PREVIOUS	Selecting this pushbutton returns the user to the previous screen.	Pushbutton	N/A	N/A	N/A
CANCEL	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A